



Federal Fish and Wildlife License/Permit Application Form

Return to:

Division of Management Authority
U.S. Fish and Wildlife Service
4401 N. Fairfax Drive, Room 700
Arlington, VA 22203
1-800-358-2104 or 703-358-2104

Type of Activity:

Circuses and Traveling Animal Exhibitions
Link to CITES Permits and Certificates US Endangered Species Act

A. Complete if applying as an individual					
1.a. Last name:		1.b. First name:		1.c. Middle name or initial:	1.d. Suffix
1.e. Doing business as (dba):		2.a. Street Address (line 1):		2.b. Street Address (line 2):	
2.c. Street address (line 3):		3.a. City:	3.b. County:	3.c. Province:	3.d. State:
3.e. Zip code or postal code:	3.f. Country (only for non-commercial):		4. Date of birth (mm/dd/yyyy):	5. Social Security No:	
6. Occupation:		7. List of any business, agency, organizational, or institutional affiliation associated with the wildlife or plants to be covered by this license or permit:			
8. Home telephone number:	9. Work telephone number:	10. Fax number:		11. E-mail address:	

B. Complete if applying as a business, corporation, public agency or institution					
1.a. Name of business, agency, or institution:		1.b. Doing business as (dba):		2. Tax identification no.:	
3.a. Street address (line 1):		3.b. Street address (line 2):		3.c. Street address (line 3):	
4.a. City:	4.b. County		4.c. State:	4.d. Zip code:	
5.a. Principal officer - Last name:		5.b. First name:		5.c. Middle name or initial	5.d. Suffix
5.e. Principal officer title:		6. Describe the type of business, agency, or institution:			
7. Home telephone number:	8. Work telephone number:	9. Fax number:		10. E-mail address:	

C. All applicants complete	
1. Do you currently have or have you had any Federal Fish and Wildlife License or Permit? Yes If yes, list the number of the most recent license or permit you hold: No	
2. Have you obtained any required state or foreign government approval to conduct the activity you propose? Yes If yes, provide a copy of the license or permit. No Not Required	
3. Attachments: Complete the additional pages of this application. Application will not be considered complete without these pages. Incomplete applications may be returned.	
4. Enclose check or money order payable to the U.S. FISH AND WILDLIFE SERVICE in the amount of \$25. Institutions which qualify under 50 CFR 13.11(d)(3) may be exempt from fees.	
5. Certification: I hereby certify that I have read and am familiar with the regulations contained in Title 50, Part 13, of the Code of Federal Regulations and the other applicable parts in subchapter B of Chapter I of Title 50, and I further certify that the information submitted in this application for a license or permit is complete and accurate to the best of my knowledge and belief. I understand that any false statement herein may subject me to the criminal penalties of 18 U.S.C. 1001.	
6. Signature (in ink) of applicant or person responsible for permit in Block A or B	7. Date (mm/dd/yyyy):

D. CIRCUSES AND TRAVELING ANIMAL EXHIBITIONS

Appendix-I specimens only qualify for this CITES exemption if they qualify as pre-Convention or bred in captivity using the criteria of resolution Conf. 10.16 (copy enclosed).

Please provide the following information on a separate sheet of paper:

1. For EACH specimen:
 - a. Common and scientific (genus and species) names;
 - b. Sex (if known) and birth or hatch date or age;
 - c. Description (e.g., tattoo, ISIS or studbook #, house name, any identifying features, etc.); and
 - d. The current location of the specimen (address and country).
2. Addresses of the facility:
 - a. Where the animals are maintained; and
 - b. Where you intend to exhibit the animals in a foreign country (if on tour, just list the countries to be visited).
3. For **captive-born wildlife**:
 - a. Provide evidence that EACH animal was bred in captivity (i.e., signed statement from the breeder, ISIS documents, etc.). Documents must include birth or hatch date, sex, identifying number (i.e., tag, tattoo, etc.) or feature, and the name_address of the breeder=s facility, and breeder=s signature.
 - b. If you are not the breeder of the wildlife, you must submit:
 - i. A signed statement from the breeder of the animals including the information outlined in 3a. above; and
 - ii. Copies of the invoice or other documentation showing that you acquired the wildlife from the breeder or history of multiple transactions (documents or supporting statements showing the transfer of the animal from one person to another).

Be sure to correlate each document to the corresponding animal.
4. For **pre-Convention wildlife**, provide documents, signed statements or other evidence that the wildlife was obtained prior to the date CITES applied to it (i.e., bill of sale, ISIS record, breeder=s record, etc.). The listing date can be found in the booklet AAppendices I, II, and III to CITES@ available from OMA.
5. For **pre-Act wildlife**, evidence the wildlife was obtained prior to the date the ESA applied to it (50 CFR 17.4, copy enclosed) and a signed statement that the wildlife has not entered into commerce (e.g., been bought or sold) since that date. The listing date can be found in the booklet AEndangered and Threatened Wildlife@ available from OMA.
6. For EACH **ESA-listed** species, provide:
 - a. Information (e.g., brochures, photographs of signage, script used to verbally inform the public, etc.) to show the activity will enhance the survival of the species through conservation education. The material must discuss the ecological role and conservation needs for EACH species. When exhibiting in countries where English is not the primary language, explain how the conservation education information will be presented to the non-English speaking audience.
 - b. Description of the qualifications of the individuals to train and care, including the number of years experience with the species or similar species.
 - c. A detailed description, including size, construction materials, protection from the elements, etc., and photographs or detailed diagrams clearly depicting the facilities where the wildlife is maintained while in the United States AND transportation units used while traveling within the United States and abroad.

- d. An inventory of endangered or threatened species you currently possess, including those out on loan.

Be sure to correlate CITES permit number(s) to each animal.

- e. List mortalities, which occurred at your facility during the past five years, and explain the cause of the mortalities and measures taken to prevent future mortalities if appropriate.

7. For living wildlife, describe:

- a. The type, size and construction of any shipping containers; and
- b. The arrangements for watering or otherwise caring for the wildlife during transport.

NOTE: If shipping by air, you must comply with the **International Air Transportation Association (IATA)** regulations (contact airline for information).

8. Copies of any applicable permits, licenses and registrations (State Fish and Game, U.S. Department of Agriculture - AWA, Centers for Disease Control and Prevention).
9. List the **U.S. port** through which the export /re-export/re-import will occur. If no port is indicated, it must occur through a designated port for wildlife (see enclosed list).
10. If you are applying on behalf of the circus or traveling exhibition, provide notarized documentation to show **Power of Attorney**.

PERMIT APPLICATION FORM INSTRUCTIONS

The following instructions pertain to the standard License/Permit Form 3-200 that must be completed as an application for a U.S. Fish and Wildlife Service permit. The General Permit Procedures in 50 CFR 13 address the permitting process.

- * Complete all appropriate blocks/lines. Print clearly or type in the information. *A complete application prevents delays!*
- * Sign the application *in ink* and send an *original* to the address on the top of the application. Faxed copies will not be accepted.
- * Applications will be processed in the order they are received.

Most of the application form is self-explanatory, but the following provides some further assistance for completing the form.

COMPLETE EITHER BLOCK A OR BLOCK B:

- Block A. **"Complete if applying as an individual"** - Enter the complete name of the responsible party who will be the permittee if a permit is issued. Enter personal information that identifies the applicant. All blocks must be completed. If you are applying on behalf of a client, the personal information must pertain to the client. A notarized document stating power of attorney must be included with the application.
- Block B. **"Complete if applying as a business, corporation, public agency or institution"** - Enter the complete name and address of the business, agency or institution who will be the permittee if a permit is issued. Give a brief description of the type of business the applicant is engaged in, the name and phone number of the person in charge, and if the company is incorporated, the state in which it was incorporated.

ALL APPLICANTS COMPLETE BLOCK C:

- Block C.1 **"Do you currently have or have you had any Federal Fish and Wildlife license or permit?"** - List the number of any FWS or CITES permits. If applying for a renewal, the original permit must be returned with this application.
- Block C.2 **"Have you obtained any required state or foreign government approval to conduct the activity you propose?"** - If the proposed activity is regulated, check the appropriate box. If "yes," list the State or foreign countries involved and type of document required. Include a copy of these documents with the application. If "no" indicate what steps you have taken to secure approval (use attachment if necessary). If the proposed activity is not regulated check "not required".
- Block C.3 **"Attachments"** - Consult the fact sheet or regulation. Provide any required additional information outlined on the supplemental page(s) of the application form. Be as complete and descriptive as possible. If there is any doubt as to the information's relevance, include it with the application. An incomplete or unclear application may cause delays in processing.
- Block C.4 **"Check or money order (if applicable)"** - There is a permit processing fee unless you are fee exempt. Consult the enclosed APPLICATION PROCESSING FEE information. Make the check or money order payable to the "U.S. Fish and Wildlife Service" and attach it to the application form. If you are fee exempt, write "exempt" in this space.
- Block C.5 **"CERTIFICATION"** - The **individual applicant in Block A, the person named in Block B, or person with power of attorney must sign and date** the application in ink. This signature binds that person to the statement of certification. This means that you certify that you read and understood the regulations that apply to the permit. You also certify that everything included in the application is true to the best of your knowledge. Be sure to read the statement and re-read the application before signing.

APPLICATION FOR A FEDERAL FISH AND WILDLIFE LICENSE/PERMIT
Paperwork Reduction Act and the Privacy Act – Notices

In accordance with the Paperwork Reduction Act of 1995 (44 U.S.C. 3501, et seq.) and the Privacy Act of 1974 (5 U.S.C. 552a), please be advised that:

1. The gathering of information on fish and wildlife is authorized by:
 - (a) Bald Eagle Protection Act (16 U.S.C. 663a);
 - (b) Endangered Species Act of 1973 (16 U.S.C. 1539);
 - (c) Migratory Bird Treaty Act (16 U.S.C. 703-711);
 - (d) Marine Mammal Protection Act of 1972 (16 U.S.C. 1371-1383);
 - (e) Wild Bird Conservation Act (16 U.S.C. 4901-4916);
 - (f) Lacey Act (18 U.S.C. 42 & 44);
 - (g) Convention on International Trade in Endangered Species of Wild Flora and Fauna (TIAS 8249);
 - (h) Title 50, Part 10, of the Code of Federal Regulations;
 - (i) Title 50, Part 13, of the Code of Federal Regulations;
 - (j) Title 50, Part 14, of the Code of Federal Regulations;
 - (k) Title 50, Part 17, of the Code of Federal Regulations;
 - (l) Title 50, Part 21, of the Code of Federal Regulations;
 - (m) Title 50, Part 22, of the Code of Federal Regulations; and
 - (n) Title 50, Part 23, of the Code of Federal Regulations.
2. Information requested is this form is purely voluntary. However, submission of requested information is required in order to process applications for licenses or permits authorized under the above acts. Failure to provide all requested information may be sufficient cause for the U.S. Fish and Wildlife Service to deny a permit. Response is not required unless a currently valid Office of Management and Budget (OMB) control number is displayed.
3. Certain applications for permits authorized under the Endangered Species Act of 1973 (16 U.S.C. 1539) and the Marine Mammal Protection Act of 1972 (16 U.S.C. 1371-1383) will be published in the Federal Register as required by the two acts.
4. Routine use disclosures may also be made:
 - (a) To the U.S. Department of Justice when related to litigation or anticipated litigation;
 - (b) Of information indicating a violation or potential violation of a statute, regulation, rule, order or license to appropriate Federal, State, local or foreign agencies responsible for investigation or prosecuting the violation or for enforcing or implementing the statute, rule, regulations, order or license;
 - (c) From the record of an individual in response to an inquiry from a Congressional office made at the request of that individual (42 FR 1903; April 11, 1977);
 - (d) To subject matter experts, and State and other Federal agencies, for the sole purpose of obtaining advice relevant to issuance of the permit.
5. For individuals, personal information such as home address and telephone number, financial data, and personal identifiers (social security number, birth date, etc.) will be removed prior to any release of the application.
6. The public burden for this information collection varies depending on the activity for which a permit is requested. The relevant burden for Circuses and Traveling Animal Exhibitions applications is one (1) hour. This burden estimate includes time for reviewing instructions, gathering and maintaining data and completing and reviewing the form. You may direct comments regarding the burden estimate or any other aspect of the form to the Service Information Clearance Officer, U.S. Fish and Wildlife Service, Mail Stop 222, Arlington Square, U.S. Department of the Interior, 1849 C Street, NW, Washington D.C. 20240.

Freedom of Information Act – Notice

For organizations, businesses, or individuals operating as a business (*i.e.*, permittees not covered by the Privacy Act), we request that you identify any information that should be considered privileged and confidential business information to allow the Service to meet its responsibilities under FOIA. Confidential business information must be clearly marked "Business Confidential" at the top of the letter or page and each succeeding page and must be accompanied by a non-confidential summary of the confidential information. The non-confidential summary and remaining documents may be made available to the public under FOIA [43 CFR 2.13(c)(4), 43 CFR 2.15(d)(1)(i)].

APPLICATION PROCESSING FEE

The fee to process a Circuses and Traveling Animal Exhibitions application is \$25.00. Checks should be made payable to "U.S. Fish and Wildlife Service." The fee applies to new permit applications, renewals, and amendments. The processing fee shall not be refunded if the permit is issued or denied, or if the application is abandoned. The fee schedule does not apply to any Federal, State, or local government agency or individual or institution under contract to such agency for the proposed activities. Until further notice, the fee will be waived for public institutions. As defined in 50 CFR 10.12 - "Public as used in referring to museums, zoological parks, and scientific or educational institutions, refers to such as are open to the general public and are either established, maintained, and operated as a governmental service or are privately endowed and organized but not operated for profit."

CONVENTION ON INTERNATIONAL TRADE IN ENDANGERED SPECIES
OF WILD FAUNA AND FLORA

Eighth Meeting of the Conference of the Parties
Kyoto (Japan), 2 to 13 March 1992

RESOLUTION OF THE CONFERENCE OF THE PARTIES

Conf. 8.16

Traveling Live-Animal Exhibitions

CONSIDERING that Article VII, paragraph 7, of the Convention provides that a Management Authority of any State may waive the requirements of Articles III, IV and V and allow the movement without permits or certificates for pre-Convention or captive-bred specimens which form part of a traveling zoo, circus, menagerie or other traveling animal exhibition (hereinafter referred to as an exhibition) provided that:

- a) the exporter or importer registers full details of such specimens with that Management Authority;
- b) the specimens are in either of the categories specified in paragraph 2 or 5 of Article VII; and
- c) the Management Authority is satisfied that any living specimen will be so transported and cared for as to minimize the risk of injury, damage to health or cruel treatment;

NOTING that the application of these measures poses problems of a technical nature and is a source of fraud;

DESIRING, however, that exemptions provided by the Convention not be used to avoid the necessary measures for the control of international trade in specimens listed in the appendices to the Convention;

THE CONFERENCE OF THE PARTIES TO THE CONVENTION

RECOMMENDS that:

- a) each Party issue to any exhibition based in its State and wishing to travel to other States, a pre-Convention certificate or a certificate of captive-breeding, as appropriate, for each animal traveling to another State. The certificate should include in box 5, or in another box if the standard permit form is not used, the following language: "The specimen covered by this certificate belongs to a traveling animal exhibition. If the specimen leaves the possession of the exhibition, this certificate must be immediately returned to the issuing Management Authority";
- b) pre-Convention certificates and certificates of captive breeding issued for exhibitions be valid for a maximum period of three years to allow multiple imports, exports and re-exports of the individual specimens in these exhibitions;
- c) in order to avoid any problem concerning the implementation of Resolution Conf. 5.11, adopted at the fifth meeting of the Conference of the Parties (Buenos Aires, 1985), pre-Convention certificates for exhibitions be issued only for specimens that have been acquired before 1 July 1975 or before the date of inclusion of the species concerned in any of the appendices to the Convention;
- d) Parties consider such pre-Convention certificates and certificates of captive-breeding as proof that the specimens concerned have been registered with the issuing Management Authority and allow the movement of such specimens across their borders;
- e) Parties not collect the above-mentioned certificates at their borders but allow the documents to remain with the specimens and be considered valid for export or re-export from each Party;
- f) Parties check exhibitions closely, for export/re-export and for import, and note especially whether live specimens are transported and cared for in a manner that minimizes the risk of injury, damage to health or cruel treatment;
- g) Parties require that specimens be marked or identified in such a way that the authorities of the Party into which an exhibition enters can verify that the pre-Convention certificates or certificates of captive breeding correspond to the specimens;
- h) when, during a stay in a State, an animal in possession of an exhibition gives birth, the Management Authority of that State be notified and issue a Convention certificate as appropriate. In the case of an addition of specimens to an exhibition, the Management Authority of the Party in which the addition takes place should issue the appropriate document for each new specimen to be used in the exhibition. When an animal is no longer in the possession of an exhibition (death, sale, theft, etc.), the original certificate should be immediately returned to the issuing Management Authority;
- i) when, during a stay in a State, a pre-Convention certificate or certificate of captive breeding for a specimen is lost, stolen or accidentally destroyed, only the Management Authority which has issued the document may issue a duplicate. This duplicate will bear the same number, if possible, and the same date of validity as the original document, and contain the following statement: "This certificate is a true copy of the original", and
- j) the Parties include in their annual reports lists of all pre-Convention certificates and certificates of captive breeding issued for specimens in exhibitions.